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The Enlarged Program

of the

American Library Association

Unanimously adopted at the
42nd Annual Conference held
at Colorado Springs, June, 1920



The purpose of the A. L. A. in its Enlarged Program is to create a public sentiment that will adequately support existing libraries and cause libraries to be established where they do not now exist.

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The A. L. A., in session at Colorado Springs with six hundred attending, adopted unanimously the following resolution:

“Resolved that the Association approves the Restatement of the Enlarged Program presented by the Joint Committee as a basis for the guidance of the Executive Board in administering the enlarged activities of the Association.”

The Trustees Section unanimously adopted the following:

“Resolved that we approve and endorse the Enlarged Program and its appeal for funds to carry forward this enterprise and consider it the duty and privilege of library trustees and directors to do everything in their power to promote this constructive enterprise.”

The National Association of State Libraries and the American Association of Law Libraries in joint session, the Children's Librarians' Section and School Libraries Section in joint session, and the League of Library Commissions also took formal action in endorsing the Enlarged Program.

The A. L. A. Enlarged Program.

GENERAL STATEMENT

It is expected that each of the important divisions of the Enlarged Program, as outlined, will become, for administrative purposes, a department at American Library Association Headquarters. An experienced person will be put in charge of each department and be responsible for collecting and keeping up to date all available information on the practice and progress in that field throughout the United States and elsewhere. Such information will be immediately available free of charge to all librarians, library trustees and others interested.

Each head of department will be expected to keep before the public the current activities in his field and also the desirability or need of further development in that field. This will be done in co-operation with the publicity department and other agencies, through magazine and newspaper publicity, through addresses at national conferences of all sorts and by furnishing speakers for state conferences when officially requested, and by providing help to meet special conditions.

The various committees of the A. L. A. will be expected to serve in an advisory capacity to the heads of departments in each special field. For example, the librarian in charge of the work for institutional libraries would become—to a very large extent, at least—the full time official representative of the A. L. A. Committee on "Library Work in Hospitals, Charitable and Correctional Institutions," and the person in charge of publicity would in effect be carrying out the wishes of the Publicity Committee.

For administrative purposes, in a number of cases, two or more divisions of the work as at present outlined, may be combined into one department. In such cases, if committees are available for each branch of the work, the head of the department would be the representative of two or more committees. The head of the department of Library Extension and his assistants, for example, would expect the advice and co-operation of the Executive Committee of the League of Library Commissions, the Committee on Education, the officers of the Children's Librarians' Section, etc.

The heads of departments will at the same time be responsible to the Secretary of the Association and through him to the Executive Board, and the Committees will continue their present relation to the Executive Board, the Council and the Association. Under such an arrangement it may reasonably be expected that the Association, through its committees and its headquarters organizations, can accomplish its work much more effectively than has heretofore been possible.

The Survey will be conducted by the Committee of Five on Library Service presumably without the establishment of a special department at Headquarters, but always, of course, having at its disposal the aid and assistance of the Headquarters staff.

It is expected that the A. L. A. will always act through existing library agencies and that it will make every effort to have work that has been started by the Association taken over by governmental or other appropriate agencies and put on a permanent basis.

It will not attempt to do everything in the first few months nor even in the first year, and in no case will it expend money until it can do so wisely.

Below are brief statements indicating in general the fields of work that are to be covered under the Enlarged Program. These are, of course, subject to modification by the Association from time to time.

LIBRARY EXTENSION

Promotion of Legislation and Adequate Appropriations for State, Municipal, County and School Library Work and Work with Children

Budget estimate, three years, \$165,000.

Facts now at hand in the U. S. Bureau of Education show that counting every small collection of books that calls itself a public library only 40% of the people of the United States have direct access to public libraries. The 60% not having access to libraries include most of the rural population.

Over half the population of the United States live outside the limits of cities and towns and are therefore outside the limits of the supply of reading matter, which is now fairly accessible to most urban residents. Of the 48 states, thirty are now rendering library service to less than 50 per cent. of their population, six to less than 10 per cent. and one to less than 2 per cent. Only 794, or 27 per cent. of the 2,964 counties in the United States, have within their borders any one library of 5,000 volumes or more.

To get reading matter into the hands of this large part of our rural population, and to extend effectively municipal library service to all classes in the community, is the problem. Through organization and a sustained campaign of publicity, public sentiment can be created which will have not only a direct bearing on the financial support of existing libraries throughout the country but will also arouse a demand for new libraries.

One of the most necessary fields for A. L. A. activity today is to render aid to the states without library commissions, of which there are eleven. The A. L. A. upon request should assist in securing needed legislation. Advice through field workers and from Headquarters should be given, upon request, on all phases of library development and practice, including the establishment and reorganization of libraries and erection of library buildings.

A State Federation of Women's Clubs in a southern state is now urging the A. L. A. to send at A. L. A. expense a representative to assist in the passage of a library commission law, but there is no money for the purpose. A Divisional Educational Director of the Red Cross has requested that we work out for him a course to be given at the summer schools of three universities in connection with their social service courses—something that will give to the men and women who are taking the course

an idea of the opportunities for service in library work and the importance of a library in a county development.

One of the greatest opportunities for library extension is through further library development in schools. It is important to discover and publish facts about attainable standards, methods for measuring equipment, etc., in school libraries; also facts designed to interest educational administrators; co-operate with educational associations; and help to co-ordinate all educational library work; give information by correspondence and in the field about school library organization, equipment, administration and use of books to librarians, principals, superintendents and school boards and to prepare and publish standardized syllabi for teaching the use of the library in all grades.

The A. L. A. should give greater attention than heretofore to the improvement of the literature made accessible to children; make arrangements for specific promotion of this work, promote the development of children's departments in libraries, and give special help in the selection of books in those departments.

Dr. P. P. Claxton, Commissioner of Education, suggests that the A. L. A. assist the development of the county library idea, and promote the necessary legislation to carry on such work.

The A. L. A., in co-operation with the United States Bureau of Education, and with the various other organizations interested in civic and educational affairs, should conduct an intensive publicity campaign to create interest in county libraries to the end that the state legislatures, scheduled to meet in 1921, shall be prepared to receive sympathetically any recommendations on this subject made by the people of the state, and with the further purpose of arousing rural communities to take advantage of legislation where it has already been provided.

The A. L. A. should continue actively to foster in every legitimate way the further development and generous support of municipal, county and other public libraries.

WORK WITH THE FOREIGN BORN AND PREPARATION FOR CITIZENSHIP

Budget estimate, three years, \$60,000

There are approximately 15,000,000 foreign born in the United States. More than 6,000,000 of them cannot speak or read the language of America. More than 3,500,000 are men of voting age, but not citizens. More than 1,500,000 are illiterate.

The library's demonstrated success of a friendly, helpful and sympathetic approach to our new Americans reveals a vital field of na

tional service. In this field of patriotic, adult education, it is estimated that more than 800 public libraries are already interested and more than 300 are active.

To give power and efficient direction to this work with the foreign born, promoting education and good citizenship, teaching American history, traditions and ideals through the best books and papers in foreign languages and through the simplest and most appealing books in English, the following program of work for the American Library Association is suggested to meet proved needs:

1. The employment of some one experienced person (with the approval of the Committee on Work with the Foreign Born) to undertake the direction of the work with the Committee and to be responsible to the Secretary and Executive Board.

2. The creation of a Department to collect and distribute all available information about library service in this field; to act as a bureau of exchange of information between libraries; to list carefully all libraries active in this work and to tabulate their interests, especially with regard to the different national groups they serve, and to learn the directions in which they would be willing to assist other libraries. It should also collect and make available for use practical information about the activities of all other organizations working in this field, keep such information up to date and indicate the co-operation that such organizations could give libraries.

3. This Department should collect information about the need of libraries for books, pamphlets, reading courses, simplified methods, etc., and make these needs known.

4. In co-operation with the Publicity Department, it should also undertake a sustained publicity campaign:

- (a) Of information and suggestions to librarians, especially in smaller communities, that they may be stimulated to undertake more active work with the foreign born. This should include exhibits, talks and articles.

- (b) Of information and suggestions to the general public, as well as to the foreign born, in newspapers and magazines in English and foreign languages on the use of books and libraries as sources of information and education as well as recreation.

For its success, such work with the foreign born, as is here indicated, should be closely associated with an aggressive campaign to promote the reading of books that will make our native born better citizens.

ADULT SELF-EDUCATION

Through Booklists, Reading Courses, Book Publicity

Budget estimate, three years, \$45,000

To promote the education of adults the Association will co-operate in the preparation of reading and study courses which may be pursued by any person who has access to a library or who can purchase books.

These courses should eventually cover all the leading vocations, American and European history, citizenship, public health, politics, government and the various phases of literature, politics government and the various phases of literature, science, art and technology. *They must be, above all, interesting.* They must tell enough of the subject and in such an interesting way as to entice the prospective student to start the course of reading, and they must be so prepared as to keep him at it, for there is nothing compulsory in the scheme. A man may start a course today, and feel no obligation to continue it tomorrow. There will be nothing but the student's ambition and the interest engendered in the subject itself, in its several steps to make him continue it. *The course must therefore be prepared in such a way as to prove its value to him at every turn.*

The courses will be prepared by experts in co-operation with librarians who are especially familiar with the subject. They can be distributed through libraries, schools, professional and trade organizations and otherwise. Interest in the courses can be aroused by a sustained publicity and educational campaign in every part of the country, through the press, the moving picture theatres, through lectures and sermons—all in co-operation with the various agencies interested in education and in the specific subject treated by the courses.

BOOKS AND WORK FOR THE BLIND

Budget estimate, three years, \$60,000

There are two points to be considered in connection with the fact that the blind of the country number 75,000; first, is the need of alleviating the condition of so large a number of unfortunate people and providing for them through the means of reading and study, contact with the normal useful life of the average citizen; second, the demand for books for so comparatively small a number of people precludes the possibility of their being brought out commercially.

A Braille book occupies at least ten times as much space as its counterpart in the ordinary printed book. The plates for the average volume cost from one hundred to five hundred dollars. Any brailled book is doing well if

it sells at the rate of 100 to 150 copies in ten years, and can in no instance be expected to pay for itself.

After several years of investigation by the Uniform Type Commission of the various raised types in use, a uniform type was adopted, known as Revised Braille grade 1½.

There are at present only about 130 titles in this type, of which 94 are for adult readers. Of these the American Library Association has brailled 36. In the development of this work for the civil blind we are directly aiding the war blind, who have a claim to our help out of all proportion to their limited number.

The subsidy of \$10,000 per year given by the Government to the American Printing House for the Blind has recently been increased to \$50,000. This sum is used almost entirely for textbooks and supplementary reading for the younger blind and therefore does not adequately meet the needs of adults.

The A. L. A. should braille and promote the brailling of books for the blind; prepare embossed lists of all books published in Revised Braille; promote the extension of libraries for the blind where needed; and meet such other well defined requirements as may from time to time be suggested by the committee on work with the blind.

INSTITUTIONAL LIBRARIES

Hospitals, Prisons, Orphanages, Etc.

Budget estimate, three years, \$60,000

The A. L. A. should consider the promotion of library service in hospitals and other state, city and government institutions a part of its program, and should carry on a campaign of education to inform the public as to the need of libraries in such institutions. The association should also in co-operation with existing library agencies and with such organizations as the Red Cross, the National Tuberculosis Association, and the Bureau of Hygiene, work for better provision for institutional libraries through the passage of new laws and increased appropriations by Congress and state legislatures.

The A. L. A. should not provide a direct book service to institutions but should give professional advice and assistance upon request, and especially emphasize the necessity for well selected, efficiently administered libraries under trained supervision.

SPECIAL LIBRARIES

Including Business and Industrial Libraries (in Co-Operation with Special Libraries Association)

Budget estimate, three years, \$110,000

The most important aspect of the work of this department has to do with the organization and administration of an information ser-

vice for the executive, commercial and technical phases of all kinds of business. Business organizations are finding more and more that for this work they must call into their service persons trained in library methods. Many of the larger corporations have such trained persons in charge of libraries or information departments and depend upon this new branch of their organization for the sort of "fact information" which is needed as a basis for intelligent, executive action.

The highly specialized service required in business organizations cannot ordinarily be provided by Public Libraries, but the latter can perform an important service by promoting and encouraging the organization of Special Library service as a part of business organizations. The Public Library can co-operate far more effectively with organizations maintaining such Special Libraries. Both the Public Library and the Special Library are essential to a fully developed library service for a community with highly organized and specialized business and industrial interests.

The American Library Association ought not to assume an attitude of indifference to the appeal for expert assistance in the organization of Special Libraries, for there is an unprecedented opportunity for the further extension of this newer phase of library activity. To achieve this object it is necessary first to ascertain the nature and extent of the progress made and to make this knowledge available to all workers in the field through a central clearing-house of information. Such a clearing-house would keep all librarians informed of developments in the Special Library field and publish, from time to time, studies and bibliographies of interest and value. It would also give advisory assistance to business houses contemplating the organization of Special Libraries, presumably at the expense of the business houses making the request.

A Joint Committee of Seven has been created, consisting of members of the A. L. A. and the Special Libraries Association, which will supervise the work in this field.

EUROPEAN HEADQUARTERS IN PARIS

Budget estimate, three years, \$110,000

(of which \$75,000 is available in War Service Funds)

The American Library Association must do its part in promoting international understanding and good will. It must also co-operate with other agencies in making available to the people of foreign countries information about America.

All over the world business men are interested in American business methods; statesmen and newspaper men are interested in American

politics, government and history; students and general readers are eager to learn more about all these subjects. If the American Library Association can help in any way to meet these needs it will have done something to promote desirable international relations and better understanding of American ideals.

The American Library Association Headquarters in Paris is about to become the American Library in Paris, Inc. It will be under the supervision of a Board of Directors, three members of which will be appointed by the A. L. A. Executive Board.

This Library will provide American books and periodicals for the use of students and general readers in Paris. It will be supported in the main by the American and English residents in Paris who have already subscribed several hundred thousand francs for this purpose.

This outpost of the American Library Association in Paris may also serve as a representative of American libraries and assist in promoting inter-library loans and in obtaining European publications which cannot be readily obtained through the usual trade channels.

The Paris library will at all times offer the world an example of an American public library functioning according to the latest and most approved American methods and practice. It will be a practical demonstration of the American library idea. It should include specifically an up to date collection of the best books on scientific and technical subjects, on national, state and municipal government, on laws and legislation, political science, social experiment, economic conditions, etc.

To it there may be addressed or referred all inquiries from any part of Europe for information relating to American library administration. Machinery for the prompt and accurate answering of such inquiries will be set up. Reciprocally, the staff of the Paris library will collect data on all phases of European library activity and developments and pass it on to American libraries, and all other institutions or individuals desiring it.

Gradually it will build up a free, expert information service for statesmen, publicists, journalists, students and organizations seeking knowledge of public affairs and conditions in America and Europe. In a word, one of its most obvious duties would be to put at the disposition of Europe the best in American thought and literature, accurately interpreting America to Europe and, in turn, guiding America to the best European thought and literature. In this direction its possibilities as a powerful means of enlightened international understanding are incalculable.

GENERAL PUBLICITY

Information on Libraries and Library Service

Budget estimate, three years, \$130,000

Business recognizes advertising as a necessity. The public library is essentially a business conducted for the public welfare and cannot escape the laws of business if it is to progress. Although every library has its local problems and must adapt its publicity to them, still all nation-wide advertising of libraries will help the local library. It has been demonstrated completely during the Enlarged Program campaign that libraries have wide news value and a popular appeal and that a publicity department of the A. L. A. can obtain generous space for library affairs in newspapers and magazines.

The whole enlarged program is in the best sense of the word a publicity program to get before the public accurate information about libraries.

Magazines—During the appeal for funds, scores of magazines have printed articles. The space given by the Saturday Evening Post for two articles would have cost approximately \$7,000 in the advertising columns. Technical and trade journals have printed articles gladly and connections have been made which can be continued to advantage. Several magazine writers could undoubtedly be kept constantly busy placing articles on library affairs in magazines. There is no trade or occupation which does not have its literature and a library appeal can be made from its special point of view, as has been demonstrated.

Newspapers—Newspaper publicity for library activities can be obtained widely, but the best way to do this as shown by the publicity obtained through the Appeal for Funds is through localized press releases. It will be possible for a central bureau to send out news stories which can be released by library commissions for their respective states. This has already been done to advantage at the request of library commissions. Headquarters has received more than 2,000 clippings on the Enlarged Program, which is only a small proportion of the material which has been printed, as no clipping bureau makes adequate returns.

Clearing House—At present much valuable publicity work done by individual libraries is used only locally, when it might profitably be sent on to many other libraries that need just that type of material. The Publicity Department would act as a clearing house for library publicity methods.

Exhibits—Exhibits at state and county fairs and at association meetings of various kinds are an important means of giving people the library idea. They are expensive to prepare

and each exhibit should be used many times. They may best be prepared and routed by a central agency. This has been done during the present year for the National Conference of Social Workers, National Tuberculosis Association and advertising clubs in various cities.

Leaflets, Booklets, Etc.—The Publicity Department should prepare leaflets and other material to increase general interest in libraries, especially to meet special needs of states or cities when waging campaigns for better library legislation or increased library income. Many requests for such assistance have come to the A. L. A. Headquarters for years past, but for lack of funds, little if any aid could be given.

Increased Income and Salaries—The Publicity Department should devote special attention to the need of getting larger incomes for existing libraries.

Increased salaries will naturally come from increased incomes, but much can be done in promoting by judicious and widespread publicity the need for better salaries for librarians. The fact that magazines and newspapers, through the efforts of the N. E. A., have given such wide publicity to the need of higher salaries for teachers, would tend to show that they would give similar publicity to the need for higher salaries for librarians.

SURVEY OF LIBRARY SERVICE

Its Adequacy and Its Opportunities

Budget estimate, two years, \$60,000

The prime function of the Committee of Five on Library Service is to make a survey of actual library service, prepare a statement of how American Libraries of every class and type are meeting or failing to meet their opportunities, and to set forth a program of the great possibilities before us. Librarians want a plan of operation, a norm with which they can measure their efforts.

If successfully carried out there should result standards for libraries—standards of equipment, buildings, operating costs, service of all sorts, salaries and income generally.

Librarians have not at their disposal complete facts regarding their own work, its methods, its administration, and its results. We have a great body of statistics, yet despite our A. L. A. rules, they are not accurately comparable, nor are they always selected intelligently, and with some definite purpose in view. The great body of data relating to our work is not capable of being thrown into statistical form. Any one, therefore, who now talks about library work as a nation-wide, inter-connected body of effort, who tries to evaluate it and to make recommendations for its extension and improvement, is doing so without knowing his facts, for they have not been

completely ascertained, classified and co-ordinated.

The first division as indicated in Dr. Bostwick's report concerns the acquisition of books and everything done to them or about them previous to their actual use. This includes not only the selection and purchase of books, but their storage and care, including the construction and equipment of library buildings, book-binding and repair, cataloging and classification.

The second division, relating to the circulating and use of books will include their use in buildings for reference or other purposes, special and departmental libraries and collections, branches and stations, county, township and traveling libraries, work with children, schools and institutions and the foreign born. It may give some idea of the extent of this division to know that the circulation of books for home use alone has already been subdivided into five headings with 22 sub-headings.

The third division, embracing activities unconnected directly with books will comprise the relation of libraries with the Federal Government, the work of State Associations, local clubs and library commissions, legislation, finances, and board organization, publications, social work, meetings, lecture classes, Americanization work and publicity, together with such museum work as libraries may properly engage in.

The fourth division covers the formation, training, control and welfare of the library staff, education and training, employment problems, such as selection, civil service control, efficiency ratings, promotion and discipline, salaries, grades and certification; welfare problems, working conditions, hours, vacations, pensions, staff associations and unions, and problems of status, especially those affecting the academic rank of librarians in educational institutions, and the rating of the library as compared with other departments of a school or college.

PUBLISHING ACTIVITIES (Professional)

Union Bibliographies and Indexes, Book Selection Service—After Initial Expenditure to Be in Part Self-Supporting

Budget estimate, three years, \$130,000

The following are examples of publishing activities, existent or non-existent, which might well receive encouragement and support from the A. L. A. under its Enlarged Program:

- I. Indexes to Periodical and Pamphlet Material.
 1. Public Affairs Information Service.
 - a. Existent:
 2. Index to Legal Periodicals.
 - b. Non-Existent:

1. Index to Humanistic Literature.
2. Comprehensive Index, cumulated, to current professional library literature in all languages.

II. Bibliographies and Union Lists.

- a. Publication of bibliographies on well defined subjects in response to known needs.
- b. Grants for the *preparation* of union lists which will be published and distributed at the expense of the Institute of International Education.

III. Professional Library Manuals.

- a. Guides to the teaching of Library Economy.
- b. Manuals of Special Library Economy (Business, Industrial, Technical, etc.).
- c. Other specialized manuals (College, University, Law, Medical and Theological library practice).
- d. Manuals on the *Use* of books in Special Fields.
- e. Manuals on library establishment and development.

IV. Book Selection.

- a. The Booklist.
- b. Publication of selected lists of books on special subjects suitable for purchase by general libraries.
- c. Systematic supply of book notes and reviews to magazines and newspapers (in co-operation with the publicity department).

- V. Promotion of the publication by established publishing houses and associations of books of special interest and value to libraries.

CERTIFICATION, SALARIES, RECRUITING FOR LIBRARIANSHIP AND EM- PLOYMENT BUREAU

Budget estimated, three years, \$75,000

Library work must be raised to the high standards of the long-established and fully-recognized professions. To accomplish this, these four activities should be undertaken in a systematic, connected way and on a scale impossible of attainment except by a national organization.

Certification—The establishment of a minimum grade is the first step to professional rank. The whole question of salaries, appropriations, library training and recruiting is influenced by this matter of standards, which will improve the personnel of the profession by attracting desirable people and will raise the status of librarianship as a profession in the eyes of the public.

The establishment and maintenance of a national system of certification should include a survey of training facilities, the preparation of schemes to test and grade fitness, the extension of facilities for training in different parts of the country, the establishment of a system of graded certificates, provision for co-operation by the different states, and the creation of a committee or board to carry on the machinery of this work.

Salaries—We have records of the resignation of 1,710 librarians who have left the profession in the last 3 years.

A comparison of the salaries paid, and a consideration of the limited training and equipment accepted as adequate for librarianship in many quarters, indicate that the public and the employer do not consider library work a profession. This is further emphasized by the fact that the increase in librarians' salaries from 1915 to 1919 has been much less than that in many other lines of work.

There is need, then, of organized effort by some agency toward the betterment of salaries. This effort should begin with a study of the problem in groups of cities of different sizes, a comparison with the salaries of teachers and other educational and social workers and an investigation of conditions affecting salaries. The resulting facts and conclusions should be so reported and generally published as to influence public opinion, and the agency conducting such a survey and such publicity would naturally be in a position to give advice in dealing with the situation.

Recruiting for Librarianship—The need of recruiting for librarianship is urgent and is growing rapidly as higher salaries attract librarians in increasing numbers to executive and administrative positions in other fields.

A large demand for librarians will also result logically from the extension of library work through the Enlarged Program.

An immediate and continued effort to awaken interest in librarianship as a profession is necessary to attract men and women of the proper type of large calibre.

This is a work which should be done on a large scale by every dignified method, by articles and addresses, personal visits to colleges and universities and preparatory schools, by close co-operation with leaders of vocational conferences, and in association with the library schools.

Employment Bureau—A large body of evidence is in hand proving the need of a strong, well organized Employment Service at Headquarters which will gather information as to conditions, salaries and cost of living, positions and applicants; which will get in touch with library schools and co-operate with them, and

will meet the needs of librarians without library school connections.

Such an Employment Service would be of benefit both to individual librarians and to library boards throughout the country.

MERCHANT MARINE, COAST GUARD, LIGHT HOUSES

Budget estimate, three years, \$405,000

(of which \$335,000 is available in War Service Funds)

The Library War Service of the A. L. A. since July, 1919, has been supplying libraries to the men on United States Shipping Board boats, extending the service on December 1, 1919, to all American merchant ships. To date 239,490 books have been placed on 1,806 ships.

The twenty-eight hundred men in the 325 stations of the United States Coast Guard are being supplied with books and magazines which would otherwise be unobtainable at these isolated stations.

Most of the 724 lighthouses, as well as the 67 lightships constantly in commission are inaccessible to cities and towns where books or reading matter could be obtained. Because of lack of funds the Lighthouse Service has been unable to replace to any considerable extent the books in its traveling library collections. These collections are being brought up to date by the A. L. A. and arrangements are being perfected whereby men in the lighthouse service may obtain any special books wanted for serious use.

It has been claimed by organizations of seamen that they represent the largest class of taxpayers, who derive none of the benefits from public institutions such as free libraries, which are in part supported by their taxes.

The American Library Association is the only organization properly equipped to inaugurate a national library service for American seamen who come from every state in the union. It is in keeping with the aims of the A. L. A. to see that such a service is maintained until there is in existence some national organization devoted to the welfare of seamen, to which the machinery set up by the A. L. A. can be entrusted with some assurance that the work will be properly maintained.

The funds at present available for carrying on library service to the Merchant Marine are sufficient to organize and sustain the work for less than two years. The problems of perfecting an adequate service are such that it is highly improbable that the work will be in shape to turn over to some other organization within this time. Therefore if the work is to be put upon a permanent basis, it is of the

utmost importance that it be temporarily financed by the A. L. A. as part of its Enlarged Program. Officials of the National Marine League and others in close touch with shipping matters are of the belief that when library service on shipboard has been properly demonstrated, funds can be secured from ship owners to continue it under the direction of the League or some similar organization.

Officials of the Departments of Commerce and the Treasury are of the opinion that the work can be taken over by the government after adequate libraries have been installed in the Lighthouses and Coast Guard Stations.

EX-SERVICE MEN

Budget estimate, one year, \$110,000

(War Service Funds)

This work is being carried on by War Service Funds and will not be continued from Enlarged Program Funds.

BLIND EX-SERVICE MEN

Budget estimate, one year, \$20,000

(War Service Funds)

See under heading, "Books and Work for the Blind."

PUBLIC HEALTH SERVICE HOSPITALS

Budget estimate, two years, \$185,000

(War Service Funds)

See under heading, "Institutional Libraries."

WAR WORK INDUSTRIES

Budget estimate, one year, \$75,000

(War Service Funds)

See under heading, "Special Libraries."

BUDGET STATEMENT

The accompanying budget provides for the building up, during a three year period, of an organization effective for the performance of the American Library Association's new and larger duties. After the end of the third year, the work of the Association can be done, if necessary, on a basis of greatly diminishing costs.

It will be seen that the budget conforms to the action taken by the Executive Board at Atlantic City, on April 30, 1920, when it was voted: "That the Executive Board recommend at the next annual meeting of the A. L. A. that at least fifty per cent. of the money received in consequence of the present authorized appeal shall be set aside as a permanent endowment." Under this new plan the endowment fund will be devoted to the general purposes of the A. L. A. The fund will be invested by the Endowment Committee and the expenditure of the interest of the fund will be under the control of the Executive Board.

The library activities selected and pressing for immediate development fall into two natural groups: the extension of library service, and its improvement. They are limited to those important professional objects, which cannot be placed on a commercial, or self-supporting basis, and for which popular support is imperative, and may reasonably be expected at this time, to meet the national need of better library service.

In addition to these, there are special war activities of the A. L. A. which have not yet ended, or have not already been assumed by the Government. Of these, the work with ex-service men and in the War Work Industries will cease within the coming year. Work with blind ex-service men, after the first year, will be merged with the general work for the blind. Hospital service will, it is thought, need to be continued for part of an additional year. The total estimated cost of these related activities will amount to \$905,000. Of this sum \$800,000 is already in hand, as of January 1, 1920, in the Library War Service Fund, and can be devoted to no other purpose. The balance, \$105,000, which is needed to finish the work creditably for the Association, namely: maintenance of European Headquarters in Paris; work with the Merchant Marine, Coast Guard and Lighthouses, will come from the fund now being raised. It is hoped that it will in great part, perhaps in its entirety, be secured from special organizations and from individuals that are particularly interested. It is not intended to assume responsibility, even for these restricted activities growing out of War Service, beyond the scheduled years. They should all be placed sooner, if possible, on a self-sustaining basis, or their support undertaken by the

Government, or other agency. But it is the duty of the A. L. A. to do its best to secure their permanent and effective establishment through practical demonstration, service, and in other ways.

Co-operation with allied organizations is to be understood as co-operation in work; above all, work that will eliminate duplication.

This budget plan is, of necessity, preliminary and tentative, but it is needed to explain to the public in summary and practical form, the purposes for which the money is required. The Executive Board will assume the further work and functions of the Committee on Enlarged Program on June 30, or as soon thereafter as the Committee's final report can be submitted.

The details of the employment of the money, the choice of the first objects for which it is to be used, the careful planning of ways and means, the development of an efficient organization to give practical effect to the plan, all will be the responsibility of the Executive Board as reconstituted after the coming annual conference, and the work is to be carried out under their control with the help of the standing and special committees of the Association.

Money received will be devoted only to those objects specified in the Budget, and will be accepted, as may be desired, as a contribution either to

- a. The whole fund.
- b. Any part of the fund, for use during the three-year period.
- c. The endowment for the whole, or
- d. Any part of the fund.

The methods of conducting the present financial campaign, with proper accounting and audit, conform to the requirements and regulations of the National Information Bureau, which has formally placed the A. L. A. on its new approved list of organizations worthy of public support. Monthly reports, including a financial statement, covering the activities of the Committee on Enlarged Program, are made by the Secretary of the Association to the Executive Board. This financial statement is published in the library periodicals. Weekly financial statements are regularly prepared, and are on file in the New York office, where they are open to public inspection and where any other desired information may be obtained.

The budget here presented includes all the activities previously listed, but in most cases with the several sums assigned to each proportionately reduced. A new arrangement of the separate items, grouping related activities together, reduces the number of headings from four to three, the number of sub-headings from twenty-four to sixteen. In this form it is believed that the budget may more easily be subjected to analysis, criticism and revision.

BUDGET FOR A. L. A. ENLARGED PROGRAM

A. Extension of Library Service Through Existing Library Agencies.	June 1, 1920 to May 31, 1921	1921 to 1922	1922 to 1923	Total
1. Library Extension; promotion of legislation and adequate appropriations for state, municipal, county and school library work; and work with children	\$45,000	\$60,000	\$60,000	\$165,000
2. Work with foreign-born and preparation for citizenship..	20,000	20,000	20,000	60,000
3. Adult Self-Education (booklists reading courses, book publicity)	15,000	15,000	15,000	45,000
4. Books and Work for the Blind	20,000	20,000	20,000	60,000
5. Institutional libraries (hospitals, prisons, orphanages, etc.)	20,000	20,000	20,000	60,000
6. Special Libraries, including business and industrial libraries (in co-operation with Special Libraries Association)	30,000	40,000	40,000	110,000
7. European Headquarters in Paris.....	*75,000	20,000	15,000	110,000
8. General Publicity and information on libraries and library services	45,000	45,000	40,000	130,000
B. Improvement of Library Methods and Service.				
1. Survey of library service, its adequacy and its opportunities	30,000	30,000	60,000

2. Publishing activities (professional) Union bibliographies and indexes. Book selection service — after initial expenditure to be in part self-supporting	45,000	45,000	40,000	130,000
3. Certification, salaries, recruiting for librarianship, Employment Bureau	25,000	25,000	25,000	75,000
C. Continuance of Service Not Yet Taken Over by Federal or Other Agencies.				
1. Merchant Marine, Coast Guard, Light-houses	*270,000	†85,000	50,000	405,000
2. Ex-service men.....	*110,000	110,000
3. Blind ex-service men	*20,000	20,000
4. Public Health Service Hospitals	*150,000	†35,000	185,000
5. War Work Industries	*75,000	75,000
Total	\$995,000	\$460,000	\$345,000	\$1,800,000
Deduct cash on hand—Library War Service Fund as of Jan. 1st, 1920.....				800,000
Balance needed for use between now and May 31st, 1923.....				\$1,000,000
Permanent endowment for the A. L. A.....				1,000,000
Total enlarged program appeal.....				\$2,000,000

*\$700,000 to be paid from Library War Service Fund covering January 1, 1920, to May 31, 1921.

†\$35,000 to be paid from Library War Service Fund
 ‡\$65,000 to be paid from Library War Service Fund

The loan of \$202,340 for campaign expenses will be first claim upon the money collected.

THE SINEWS OF WAR

This Enlarged Program of the American Library Association is simply a statement of work that should be done in promoting and extending library service in America.

It is based on a knowledge of the needs of the sixty millions of Americans without library service, and on actual demands for advisory assistance and leadership which are constantly coming to the Association from communities where the need is realized.

The members of the library profession do their part generously, but the Association is sustained primarily by those public spirited citizens outside of the library profession who have faith in books, reading, and libraries as agencies that make for education, sane progress and democracy.

Contributions may be made for use during a given time, or for endowment; for a specific purpose, or for the general work of the Association.

AMERICAN LIBRARY ASSOCIATION

"Books for Everybody"

Permanent Headquarters:

78 East Washington St., Chicago, Ill.